



**PLANNING SERVICES
DEPARTMENT**

411 Main Street (530) 879-6800
P.O. Box 3420
Chico, CA 95927

Application No. _____

**APPLICATION FOR
Annexation**

Applicant Information

Applicant		Daytime Phone	
Street Address			
City		State	Zip

Property Owner (attach list of owners if necessary)		Daytime Phone	
Address			
City		State	Zip

Property Information

Property Address(es)	
Assessor's Parcel No(s)	Project Acreage
Existing Land Use	
Number of Persons Residing on the Site	Number of Registered Voters Residing on the Site
Yearly Sales Tax Generated Previous Tax Year (Commercial Properties Only)	
Subsequent Development Plans, if any, and timing of same	

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this application.**

Applicant's Signature	Date
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For Office Use Only

Present County Zoning	City Prezone Designation		
General Plan Designation (County)	General Plan Designation (City)		
Assessed Valuation: Land \$	Improvements \$	Year	
Sewer Application No. Date	Sewer Service Agreement Required?	Waiver of Jurisdiction Needed?	
Application Received By	City of Chico Application Fee	\$	
Date	Butte County LAFCo Deposit	\$	
Receipt No.	State Board of Equalization Fee	\$	
	Environmental Review Fee	\$	
Butte County Filing Fee \$50 ___ Applies (Check payable to Butte County) ___ Does Not Apply	Total Fees \$	(Check payable to the City of Chico)	

Requirements for a Complete Annexation Application

***The materials identified in the checklist below must be submitted for a complete application.
Please verify with City staff which materials are required.***

- Completed Application Form
- Lot Book or Preliminary Title Report
- Annexation Plats and Description
- Waiver of Jurisdiction Request
- Application for Environmental Review
- Fees

As a result of the environmental review process, additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

State Board of Equalization

Standards for the Preparation of Descriptions and Maps for Annexation

1. Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to a Deed of Record or Map of Record, the deed or map should be used only as a secondary reference.
2. When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. The points of departure from the existing boundary must be clearly established.
3. A specific parcel description in sectionalized land (e.g. The SW 1/4 of Section 22, TIN, RIW) is permissible without a metes and bounds description of the perimeter boundary.
4. A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable.
5. Every map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory together with the current names of these thoroughfares.
6. Every map shall bear a scale and north point. If a reduced map is to be filed, the original map must have a graphic scale affixed to it before the reduction is made.
7. The point of beginning of the legal description must be shown on the map. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features. The use of colored lines to denote the boundaries is recommended. The intersection of street right-of-ways or centerlines, or similar point should be used as the point of beginning. A lot corner or other point of record is not acceptable as the point of beginning.
8. All maps must be professionally drawn or copied. Rough sketches of maps or plats will not be accepted.
9. The computed or estimated acreage shall be set forth in the legal description.
10. When applicable, each description and map shall indicate that it has been accepted by the Local Agency Formation Commission.

WAIVER OF JURISDICTION REQUEST

Date: _____

Planning Director
Planning Services Department
City of Chico
P.O. Box 3420
Chico, CA 95927

Property Address: _____

Assessor's Parcel Number(s): _____

Dear Planning Services Director:

Inasmuch as proceedings for annexation to the City of Chico for the above described property have been initiated, I would like the City of Chico Planning Services Department to check plans, issue building permits, and conduct inspections on the building(s) and other improvements I intend to construct on the property. Please request that the Butte County Department of Development Services relinquish jurisdiction over this property.

I understand that you will forward a copy of this letter to Butte County when you request that the County relinquish jurisdiction for this property.

Your assistance in this matter is appreciated.

Signature: _____

Print Name: _____